

INTERNATIONAL STUDENT GUIDE

OFFICE OF DEFENSE COOPERATION

ANKARA, TURKEY

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ABBREVIATIONS

| | |
|---------|--|
| AECA | Arms Export and Control Act |
| AFB | Air Force Base |
| AMC | Air Mobility Command |
| AWOL | Absent Without Leave |
| BDU | Battle Dress Uniform |
| CLO | Country Liaison Officer |
| CONUS | Continental United States |
| DAO | Defense Attaché office |
| DLI | Defense Language Institute |
| DOD | Department of Defense |
| DSAA | Defense Security Assistance Agency |
| FAA | Foreign Assistance Act (1961) |
| FMS | Foreign Military Sales |
| FTO | Foreign Training Officer |
| FY | Fiscal Year |
| ID | Identification |
| IMET | International Military Education & Training |
| IMSO | International Military Student Officer |
| INS | Immigration & Naturalization Service |
| IP | International Program |
| ITO | Invitational Travel Order |
| MILDEP | Military Department (or Service) |
| NATO | North Atlantic Treaty Organization |
| NCOD | Noncommissioned Officer on Duty |
| OASD | Office of the Assistant Secretary of Defense |
| ODC | Office of Defense Cooperation |
| PA | Public Affairs |
| PME | Professional Military Education |
| POE | Port of Embarkation |
| POV | Privately Owned Vehicle |
| PT | Physical Training |
| RIM | Retainable Instructional Material(s) |
| SA | Security Assistance |
| SOFA | Status of Forces Agreement |
| TD | Temporary Duty |
| TLA | Temporary Living Allowance(s) Trainee |
| IMS | International Military Student |
| UA | Unauthorized Absence |
| UPH | Unaccompanied Personnel Housing |
| US | United States |
| USAR | United States Army (United States of America) |
| USAF | United States Air Force |
| USCG | United States Coast Guard |
| USG | United States Government |
| ID CARD | Uniformed Services Identification & Privilege Card |
| USMC | United States Marine Corps |
| USN | United States Navy |

INTRODUCTION

Security Assistance Training consists of U.S. military training assistance to eligible countries. Security assistance training includes all training of foreign personnel conducted within the Department of Defense (DoD). Students from Turkey are under the International Military and Education Training (IMET) or the Foreign Military Sales (FMS) programs. IMET is money given to Turkey for the purposes of sending Turkish military personnel to the U.S. for various types of training. FMS covers the sale of defense articles, services, and training to eligible foreign governments and international organizations. These sales are reimbursed as required by U.S. law,

OBJECTIVES

The objectives of the IMET and FMS programs are to:

- (1) Develop skills needed for effective operation and maintenance of equipment acquired from the U.S.
- (2) Assist the foreign country in developing expertise and systems needed for effective management and operation of its defense establishment.
- (3) Foster the foreign country's development of its own professional and technical training capability.
- (4) Promote U.S. military rapport with the armed forces of the foreign country.
- (5) Promote better understanding of the U.S., its people, political system, institutions, and way of life.
- (6) Increase the foreign military trainee's awareness of the U.S. commitment to the basic principles of internationally recognized human rights.

CHAPTER ONE

GETTING THERE

PREPARATION FOR A TRIP TO THE U.S.

You have been selected to go to the U.S. for military technical training to help advance the capability of your country's military. You will have many things to accomplish before you start your trip. Since you may be in the U.S. for a long time, it is prudent for you to prepare very carefully before your departure. The school(s) you will be attending will have classes taught only in English. Since your instructors will not speak Turkish and there will be Americans in your class, you will need to speak and understand English very well before you take this training. You must also be able to read English textbooks.

You can obtain some brochures from the Office of Defense Cooperation (ODC) about the school or training center you will be going to, Not all schools or training centers send out brochures but the ODC office will give you any they have. Officers must also complete biography reports as part of the administrative requirements.

Do not neglect your family while you are in training abroad. Before your departure, get the address of your school from the ODC, and leave it with your family. Also, give them a telephone number. Since it is expensive for your family to call the U.S., they can call the ODC for any important messages.

Take with you anti-diarrhea medicine, since you will undergo a change in diet and environment. Also, take any other medications you use on a regular basis but ensure you have a copy of a doctor's prescription.

Please keep notes of your positive and negative impressions throughout your journey and training. Try to collect and bring back any airport diagrams, flight tips, and any other information, which may be helpful to future trainees.

Normally, you will fly from Ankara or Istanbul to Frankfurt, Germany to begin your trip. IMET students will get tickets obtained by ODC Turkey. FMS students will get tickets from their service. You then will continue on to a major American hub, depending on the airline, It could be New York City, Atlanta, Washington D.C., or one of the other major American cities in the eastern part of the U.S. You should plan to be at the airport two hours before take-off time. You should have the following documents with you:

NATO Travel Orders

Passport with American visa

The ITO issued by the ODC

Your airline ticket

International Certificate of Immunization

U.S. money - sufficient to cover at least the first 15 days (approximately \$100 in cash and another \$500 in travelers checks)

During your travel to and return from the U.S., keep a detailed record of your travel, showing hour, date, and place of departure, method of travel, and hour, date, and place of arrival at the next point until your arrival at the school. You must have this information in order to ensure you are properly paid. Upon being paid, you will be given a copy of the pay voucher. Save this and all other vouchers for your personal records,

INVITATIONAL TRAVEL ORDERS

The issuance of ITOs is required for all trainees to provide recognition of the military status of the trainees. It is the controlling document for authorized training terms, conditions, and privileges. The ITO is also the basic document used for accounting purposes. When all prerequisites have been met, ODC Turkey will issue you your ITOs.

The standard ITO, DD Form 2285 (Invitational Travel Order) for trainees is the only authorized document that will be used for furnished training. It will be used and is valid only for trainees entering U.S. training under the AECA. The form will not be altered or shortened.

It is emphasized each trainee must have in his or her possession the original ITO, bearing an original signature and not a facsimile. Certain U.S. commands and activities will not disburse funds on a document bearing a non-original signature.

PASSPORTS AND VISAS

The foreign government is responsible for issuing necessary NATO Travel Orders for entry into the U.S. The foreign government should ensure the Travel Orders are valid for the entire duration of the trainee's training period. You are also advised to take your passport. If you chose to visit Mexico or Canada, you will need the passport.

Trainees training in the U.S. are responsible for finding out from their embassies if they need in-transit visas while en route to their home country. When visas are required, trainees should forward their passports and documentation to their embassies early enough to be processed and returned before graduating from the last phase of training.

REPORTING TO THE TRAINING INSTALLATION

Trainees arriving at a military installation will usually be met by a representative of the installation at the local airport, rail, or bus station when advance notice of the arrival has been received. If the trainee is not met, he/she should call the training installation IMSO or duty officer for assistance.

HEALTH, IMMIGRATION, AND CUSTOMS

You must list on the customs declaration all of the items you are bringing into the U.S. If you receive the blank customs declaration form before your plane lands in the U.S., you can fill it out on the plane. Doing this will make your processing through customs faster. When you get off the plane, the Customs Inspector will probably look into your baggage.

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ALIEN REGISTRATION

Foreign military trainees in the U.S. on valid ITOs are not required to register as alien residents of the U.S. These trainees are exempt from the provisions pertaining to registration, fingerprinting, and reporting of address as outlined in Section 1302, Title 8. United States Code. The above statement does not apply if your status changes and you are no longer pursuing the training prescribed on your - ITOS. Dependents of foreign military trainees must register in accordance with immigration determination.

DEPENDENTS

Dependents accompanying or joining you must be authorized on your ITO to be eligible for privileges; for example, identification (ID) cards, exchange and commissary privileges, and medical services.

With the exception of certain specified courses, you are not encouraged to bring your dependents to the U.S. during your training periods. The presence of dependents will not, in any manner, alter your status and in many instances, imposes an unnecessary administrative burden on the training installation and detracts from your ability to put forth the time needed to study for your courses and successfully complete all training requirements. If you insist on bringing dependents at their own expense, you should be encouraged to acquire suitable housing before having your family arrive. Housing, on and around most military installations, is expensive (depending upon the region of the U.S.), scarce, or unavailable. Scheduled reporting dates will not be altered merely to accommodate trainee travel with dependents.

Only those going to courses over six months in length, such as Air War College, Naval Staff College, Air Command & Staff College, etc., may take their families. You must pay all the expenses. You should not have them travel with you unless you are absolutely sure there is already a place for them to stay. It would be better if you travel alone to the U.S. installation where the course is to be conducted, secure suitable housing, be sure you and your family can exist on your allowances, then request your family to visit or reside with you. You should not take your family to your English language training course at DLI

MILITARY RECORDS

When trainees move between training installations, various offices keep their military records. For that reason, you will be asked to complete an in/out processing form when reporting to or departing from training installations. All records will be transferred by the training installation except for medical records, which the trainee hand carries. Training installations are authorized to transfer medical records with other documents if deemed advisable for processing or

administrative purposes.

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CHAPTER TWO

ALLOWANCES

MONEY

If possible, you should have at least one hundred dollars in U.S. currency with you or available to you when you enter the U.S. You should also have enough money with you for three to four weeks of living expenses in the U.S. (in the form of Travelers Checks - at least \$500). You should have your money changed to U.S. currency before you leave your country. You should buy traveler's checks, which are good anywhere in the world and are safe from loss or robbery. You may prefer to have your money transferred to a bank in the U.S.

BAGGAGE

IMET students will have baggage allowances as shown on the ITO. FMS trainees baggage allowance is established by your service.

Duty-free Items: You may bring into the U.S., duty-free, only items required for personal use by yourself or your family. On your return home, no duties are imposed on necessary personal belongings taken out of the U.S. Your belongings may be subject to home-country duties.

Baggage Identification: You are advised to mark each item of baggage with your initial training organization address. Also, one copy of your ITO should be placed in each piece of your baggage. These actions should help prevent the loss of misrouted or misplaced baggage. While you are traveling to the U.S., you should not put all copies of your ITOs in your baggage. After you put one copy in each piece of baggage, you should hand-carry all other copies,

WEAPONS AND AMMUNITION

You are discouraged from bringing firearms with you to the U.S. However, if you are planning to carry weapons or ammunition with you on your trip, you will need special permission from the airlines to take the weapons with you on the plane. U.S. military regulations forbid all personnel to have guns, weapons, or ammunition in their government quarters (dormitory, barracks, VOQ, or BOQ), in their car, or on their person, except when their duty calls for such weapons. When you choose to bring handguns, shotguns, or rifles for sporting purposes, you are subject to federal and state regulations and licensing in the areas you live or travel. You must comply with these restrictions without exception. If you have any questions about these restrictions, you may ask the security or military police on the base/post for information.

CLOTHING, UNIFORMS, AND EQUIPMENT

You will want to bring the proper clothing for your stay in the U.S. If you know you will be in the U.S. for a long time, you should bring extra clothing. The type of clothing you will need depends on the area of the country where you will reside and the time of year you will be there. Personnel in the ODC should be able to assist you with the type of clothing for the various U.S. regions.

All your traveling, both within the country and abroad, will be conducted in civilian clothes. You

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also must have with you a daily uniform, fatigues, or battle dress uniform (BDU), and any flight suits, etc. that you may need. In Army courses, special training clothing is provided only to flight students and rangers.

For most areas of the U.S., it is recommended that you bring two complete winter uniforms, four complete summer uniforms, raincoat, and a winter topcoat or jacket. If you will need work uniforms for your training, bring two work uniforms and a pair of work shoes. You should bring other necessary items such as socks, underwear, hats, regular uniform shoes, and military insignia. If you have space in your baggage, you may bring a formal dress uniform if you wish; however, this uniform is not mandatory. You will be able to buy socks, ties, shoes and underwear in the U.S. military exchange, since these items are not considered distinctive uniform items.

Organizational Clothing and Equipment: Organizational clothing and equipment required by trainees for a prescribed training course are authorized for issue. Maintenance costs of equipment, replacement costs of clothing, and issue expenses are normally included in course costs. Issue to trainees will be as authorized for officers and enlisted personnel of the MILDEP. Lost, damaged, or destroyed property will be accounted for, to include cash collection from trainees, if determined appropriate.

Infantry School provides ranger students with a complete ranger issue: 1 duffel bag, 5 BDUS, 2 pairs of boots, 2 belts and buckles, 2 caps, 2 coats, 2 gloves with inserts, 12 pairs of socks, 5 trousers, 6 undershirts, 1 pile cap, and 1 pair of running shoes. Trainees retain complete issue after training. Trainees going for basic and improvement courses will have to take a Physical Training (PT) test. Trainees must be prepared physically for such events. Personnel attending such courses should take athletic wear with them. Spare insignia, branch pins, buttons, etc. should be carried with you. Apart from coming in handy if you lose one, these are also sought by collectors. In addition to a suit and your daily and BDU uniforms, you may want to take something to wear that is common in your country to wear on a designated cultural day or event.

Individual Clothing and Equipment: Individual clothing and equipment required for prescribed training courses will be made available to trainees, as required. Issue expenses are normally included in the course costs. Issued individual clothing and equipment will be collected from trainees on completion of their training at each installation. Items that cannot be returned for hygienic or aesthetic reasons may be retained by the trainee; however, retention of other items by trainees will vary with MILDEP policy.

Uniform Requirements: In the U.S.: You may wear your uniform at any time, but it is the custom

for military personnel to wear uniforms only at work or at school. You will report to U.S. installations in uniform. You will wear the prescribed uniform when traveling to and from the U.S. unless the wearing of civilian clothing is specifically required by your home country or the U.S. Government (USG).

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Clothing Purchases: You will not be able to buy the uniforms of your country in the U.S. The sale of distinctive U.S. military uniforms and insignia to personnel of other countries is not permitted by U.S. military regulations. Installation commanders may extend to trainees the privilege of purchasing non-distinctive all clothing for cash from MILDEP clothing stores. Non-distinctive clothing will be sold, in reasonable amounts, to comply with the requirements of the individual concerned.

You may bring civilian clothing or special national or military costumes/uniforms with you, if you wish. You may buy civilian clothing at the military exchanges or at civilian clothing stores outside or the military bases.

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CHAPTER THREE

ASSISTANCE

INTERNATIONAL MILITARY STUDENT OFFICER (IMSO)

As a complement to the in-country pre-departure briefing, the IMSO will also brief you as soon as possible after your arrival at the training installation, The IMSO will ensure all elements of concern to you are covered in the briefing. The briefing will include the following at a minimum:

- (1) IMSO - Duties and functions
- (2) Policy and Regulations - Privileges, restrictions, conduct, appearance, and grooming; medical and dental care; identification cards.
- (3) Legal Status - Applicability of Federal and State laws; indebtedness; shoplifting; purchase of duty-free, tax-exempt liquor and penalties for abuse; passports and visa.
- (4) Administrative - ITO governing document; officers in enlisted courses; elimination from training for cause; meeting schedules and appointments; clothing and equipment; release and shipment of instructional material, course objectives, and activities.
- (5) Conduct and Personal Appearance - Grooming standards; cleanliness; morale problems; military discipline and courtesies.
- (6) Student and Instructor Relationship - Male; female; officer; enlisted; civilian; minority instructors.
- (7) Travel - Arrangements; accommodations; baggage allowance; delay en route; travel schedules.
- (8) Power-driven Vehicles - Purchase; registration; insurance; operation; travel; laws.
- (9) Living Allowances - Authorized amount; payment schedule if appropriate.
- (10) Dependents - Authorization; housing; cost of living.
- (11) Currency - Monetary exchange; banking,

- (12) Mail - Postal facilities; official and personal mail.
- (13) USG Quarters - Occupancy; duration; housekeeping; custodial fees.
- (14) Firearms - Purchase; possession; transportation.

3-1 COUNTRY LIAISON OFFICER (CLO)

CLOs are assigned to assist with the administrative details for trainees from the CLO's country in the U.S. for training. CLOs will not be assigned duties that will interfere with their responsibilities to the Security Assistance Training Program. Specifically, CLOs will:

- (1) Be the contact between the IMSO and the trainees they represent.
- (2) Ensure trainees adhere to appropriate regulations.
- (3) Assist in correcting problems associated with dress, personal appearance, grooming standards, and trainee indebtedness.
- (4) Be responsible for whatever action is necessary in connection with breaches of discipline involving trainees.
- (5) Assist in routine inspections of trainees and quarters.
- (6) Act as non-voting members of a faculty or administrative board, as required.
- (7) Assist in administrative reports as required by their government.
- (8) Advise the IMSO of any national holidays, customs, and traditions that should be recognized.
- (9) Make routine administrative reports as required by their government.
- (10) Pay trainees any allowances received from the home country if so directed by their government.
- (11) Assist in the orientation of trainees.

RESPONSIBILITIES TO THE TRAINEE

In fulfilling the responsibility of the U.S. to trainees undergoing training, it is expected all personnel will afford trainees:

- (1) Traditional American courtesies/responsibilities to include not only the obligation to teach the particular skill but also,
- (2) the fostering of friendly relations with the countries trainees, by a genuine display of hospitality, interest in their welfare and personal assistance.
- (3) Beyond this, a basic rule requires the trainees be treated, so far as possible, like their U.S. counterpart.

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CHAPTER FOUR

LIVING THERE

HOUSING/QUARTERS AND SUBSISTENCE

Trainees are provided quarters and subsistence in USG facilities, when available. The commander of the U.S. installation concerned will endorse ITOs to indicate that USG quarters and subsistence were or were not made available. Guidance applicable to U.S. personnel will be applied, insofar as possible, to trainees. When quarters are provided, they should be of a comparable standard to those provided U.S. personnel of comparable rank.

Quarters:

- (1) Quarters are defined as "provided", if assigned to enlisted trainees or if made available to officers and civilian trainees, including periods of hospitalization. In all cases, government quarters should be used, where available. The fact that a trainee is accompanied by dependents has no bearing in determining the availability of quarters for the trainee.
- (2) USG family housing is not guaranteed, and trainees are not generally encouraged to bring their families with them while training under the IMET program. In those cases, where the family accompanies or later joins the trainee, the following policy will apply
 - (a) Trainees with authorized accompanying dependents may occupy USG family housing only after the installation commander determines U.S. military family housing requirements are satisfied and will be satisfied for the projected duration of the trainees occupancy.
 - (b) The trainee will be responsible for payment of a monthly rental fee.
- (3) Officer and civilian trainees occupying Unaccompanied Personnel Housing (UPH) will personally be required to pay custodial fees in the same amount charged and on the same payment schedule as their equivalent U.S. counterparts,
- (4) Enlisted trainees occupying UPH may personally be required to pay custodial fees in the same

amount charged and on the same payment schedule as their equivalent U.S. counterparts or as prescribed by installation commanders.

(5) Where USG quarters are not available, trainees will be furnished a statement of non-availability and will make their own arrangements for living accommodations.

Subsistence:

(1) All trainees are exempt from paying meal surcharges. Trainees will pay for meals taken in USG dining facilities at the prescribed food rate, by cash or with a valid meal card. Meals taken in other food service facilities will be paid by the trainee at the menu rates.

(2) Food costs are not included in tuition costs and will not be included as a portion of an FMS case.

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EMERGENCY CIVILIAN MEDICAL CARE AND SUBSISTENCE

If emergency treatment or medical services are required from civilian sources for the trainee, the following procedures apply:

(1) If under IMET, the IMSO will forward the bill to the U.S. service.

(2) For FMS students, either the student or the case will take care of the bill. (See item 12b on your ITO "who pays".

(3) For dependents (spouse or children), the student will pay the bill,

HOSPITALIZATION

When you require hospitalization, as a result of illness or injury, the training installation or the hospital will immediately send a priority message to the MILDEP with an information copy to ODC Turkey, unified command, and other agencies in the chain of command, as appropriate. The notification will include all pertinent information concerning your condition and a prognosis.

When, in the opinion of U.S. medical authorities, the hospitalization or disability will prevent continuation of the training for more than 30 days, you will be returned to Turkey as soon as practicable. The installation commander will notify the MILDEP by message and request disposition instructions.

When you are scheduled for consecutive training that begins before the expected date of release from the hospital, the next training installation will also be made an information addressee.

MEDICAL ENTITLEMENT, CHARGES, AND COLLECTION

Since Turkey and the U.S. both are NATO status of Forces Agreement (SOFA) signatories, you

are entitled to the same medical and dental as U.S. personnel. There will be no charge to you for outpatient care. Eligibility for specific types of medical care differs for the various categories of trainees. Item 15b of the ITO must specify the correct source for reimbursement of medical costs. IMET student inpatient (hospitalization) care costs will be charged to IMET. FMS student inpatient care will be covered in the case or by the student.

IDENTIFICATION CARDS

Identification (ID) cards will be furnished to trainees and to authorized accompanying dependents, by the first training installation, in accordance with MILDEP regulations. An endorsement to the ITO will indicate an ID card has been issued and will include the number of your card. Your identification number will be indicated on the card. The ID card expiration date will be the date of completion of the last line of training on the ITO.

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ID cards will be issued to dependents authorized to accompany you. You and your dependents will surrender ID cards during out-processing at the last training installation. An endorsement will be made on your ITO indicating return of the cards. You may use your ITOs while on leave en route to your port of embarkment (POE), if identification is required.

COMMISSARY & EXCHANGE PRIVILEGES

Commissary, exchange, and other privileges ordinarily available to U.S. military personnel, will be extended to trainees of equivalent rank and their authorized accompanying dependents.

Privileges extended to civilian trainees within the U.S. are limited to those authorized for DoD civilian employees on TDY to military installations overseas.

Privileges extended to trainees in overseas areas will be in accordance with applicable international agreements. When agreements between the USG and the third-country foreign government do not expressly authorize the USG to grant these privileges, they may be granted to trainees only with the consent of the government.

LAUNDRY

Laundry service is available to you on a cash basis. Collections will be made by the local laundry officer at the rates charged U.S. military personnel.

LEAVE AND HOLIDAYS

The foreign country may authorize leave in the U.S. Leave should be approved before the trainee departs from his or her home country and authority included on the trainee's ITO. Requests for leave upon completion of training, if not authorized on the ITO, must be processed through appropriate channels.

A trainee may request leave for short periods to travel in the U.S. This leave may take place between certain courses or phases of instruction (such as nonapplicable phases or classified phases of instruction). The trainee's request for leave may be jointly approved by the commander and CLO, or by the MILDEP, with concurrence of the country's representative by telephone.

Leave outside the Continental U.S. (CONUS) is governed as follows: Trainee's wishing to travel outside the U.S., in excess of 72 hours, must obtain prior approval from their embassy in Washington D.C. Trainees will comply with all immigration regulations and must make their own arrangements when traveling outside the U.S., to includes visa, travel, and accommodations. You must also meet any other requirements that may be imposed on travel to the country desired.

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Leave between consecutive courses, training installations, and the last training installation and POE is governed as follows:

- (1) Between consecutive courses, the commander of a training installation may authorize leave not to exceed seven days.
- (2) Upon termination of training in the U.S., a maximum of seven days leave may be authorized between the last training installation and the POE if:
 - (a) the trainee's port call is delayed through no fault of his or her own.
 - (b) the trainee has not been granted leave in accordance with this paragraph.

Travel on a space-available basis in U.S. military aircraft by a trainee on leave is not authorized.

Except for emergency leave, leave granted trainees will not interfere with, nor prolong the period of training.

Requests for emergency leave will be submitted directly to ODC Turkey, by priority message, with an information copy to the appropriate MILDEP, EUCOM, and others as appropriate. Requests will reflect the trainee's present course of instruction, graduation date, and scheduled additional training and information necessary to substantiate the request.

For holidays-the following applies:

- (1) Installation commanders are authorized to grant nonchargeable leave.
- (2) If additional training is scheduled at another installation immediately following the Christmas holiday period, the losing installation will be responsible for trainees during the holiday period.

(3) Students from each country are permitted to have two official holidays each year other than U.S. government designated legal holidays. Turkey has designated the following holidays: Republic Day (29 October) and Victory Day (30 August).

ACCESS TO BASE/POST FACILITIES

Clubs for officers, noncommissioned officers, and enlisted personnel on most training installations are supported by the members and not DoD funding. On some training installations, trainees are authorized membership without charge, while at others, a small monthly payment is required. Clubs generally provide dining rooms, bars, cocktail lounges, game rooms, reading and television lounges, snack bars, and swimming pools. Most training facilities also have areas where trainees can play golf, basketball, football, soccer, volleyball, and softball. Roller skating rinks, gymnasiums, tennis courts, and libraries are generally available. Movies are normally shown nightly for a nominal price, at theaters located on the training installation.

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VEHICLES

Many students buy cars in the U.S. but often do not know owner responsibilities. You are advised to consult your IMSO before signing any purchase contract. You must comply with training installation and state regulations for registration and operation of such vehicles. Trainees are required to purchase and maintain public liability and property damage insurance. This insurance will be in the amount required by law in the state in which the vehicle is registered, or in the amount required by the military installation on which the vehicle is registered, whichever is higher. There are varying requirements among the states. Insurance costs vary, depending upon area and company; however, you should be prepared to pay a substantial amount per year for insurance. Trainees are encouraged to consult U.S. authorities. It is strongly recommended that trainees obtain an International Drivers License before departing.

DRIVING

You will find that driving in America is different than driving in Turkey. You will need to keep this in mind if you decide to drive while you are in the States. Driving laws are more strictly enforced than they are here. Don't run (drive through) a red light. Commonly done here but is almost sure to get a ticket if the police see you. In some places, they even have cameras that take your picture when you run the light, and the police mail a ticket to you later. Don't speed, especially in cities. Be careful near schools, as the speed limit will be even lower. When making a turn, use only the properly designated lane. Don't turn left from a right hand lane. Americans generally don't use their car horns except in a emergency situation. It would be considered rude to honk your horn when the light turns green. People typically use their horn one or two times a year. If a person is crossing the street at a crosswalk, they generally have the right of way. You need to stop and let them cross, then proceed.

The most important warning we can give you is DON'T DRINK ALCOHOL AND DRIVE. If you have a car accident when you have had alcohol, the penalty will be more severe than if you aren't drinking. If you go out with friends, the driver should not drink alcohol. In the U.S. if a group of people go out together, one person will be the "designated driver." The next time, have your friend drive. If you ignore all that I have written here and get stopped, don't panic. Pull over the car and sit. Follow the police officers instructions. You will be asked to show your driver's license, car registration, and proof of insurance card (if the state has them). You might want to show you military ID as well. It may help,, it may not. If you get a ticket, listen carefully, The officer will explain what you have to do. Afterwards, if you still aren't sure what to do, talk to the IMSO. The IMSO can explain the procedures or get the Legal Office to explain them to you. Often you can send the fine in with the ticket, and don't have to go to court. It will count as a guilty plea, and will go on your driving record.

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CHAPTER FIVE

CONDUCT

STANDARDS OF CONDUCT

Trainees are required to conduct themselves in a manner that will bring credit to themselves and their country. Standards prescribed for counterpart DoD personnel with regard to duty hours, off-limit establishments, travel distance limitations, military courtesy, financial responsibility, and military bearing also apply to trainees while in training. Military appearance, especially hair grooming, is very important. Trainees will maintain these standards; failure to do so or the committing of an act that would bring discredit to themselves or to their country could result in withdrawal from training and immediate return to the home country.

STUDENT AND INSTRUCTOR RELATIONSHIP

An instructor in a DoD facility is responsible for maintaining control of a training situation at all times, even if an enlisted instructor is teaching senior personnel or officers. The rules of conduct apply equally to all trainees. Any breach of etiquette or protocol will be brought to the attention of the appropriate IMSO.

TIMELINESS

Trainees are required to report for classes at established times. If the class starts at 0730, the student must be in the classroom no later than 0730, ready to start class.

UNAUTHORIZED ABSENCE (UA)

When a trainee is absent from scheduled activities for more than 24 hours without proper authorization, the trainee will be considered an unauthorized absentee. IMSOs will carefully

check before making a determination of unauthorized absence, to ensure the trainee is not absent because of misunderstanding the schedule, sick in quarters, or for other plausible reasons.

When it has been determined a trainee is AWOL, the IMSO will:

(1) Advise the MILDEP immediately, with an information copy to the ODC, appropriate unified command, and others as appropriate. The notification will include, but not be limited to, the trainee's name, grade, rank, rate, service number, WCN, country, FY of training program effective date and time of absence, and any information about the events that may have led up to or contributed to the trainee's absence.

(2) Notify the local finance officer who will post AWOL information to the trainee's DD Form 1588 (Record of Travel Payments) to preclude unauthorized payments.

(3) Notify the Food Services Officer and appropriate post facilities to ensure no unauthorized services are provided.

After a trainee has been AWOL for five calendar days, the trainee will no longer be considered under DoD sponsorship. IMET sponsorship will be terminated as of 2400 hours the day the

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trainee was determined to be an unauthorized absentee. Until the trainee voluntarily returns to U.S. military control, the training installation has no further responsibility for locating or apprehending the absentee.

If an unauthorized absentee voluntarily returns to U.S. military control, the MILDEP concerned will be notified immediately and asked for disposition instructions. The trainee may be reentered into training if he or she can rejoin the class and maintain good standing. The immigration authorities will also be informed of the trainee's return.

Personal effects of the trainee will be held for 30 days. Personal effects will then be forwarded to the nearest foreign country representative.

GROOMING STANDARDS

The determination of appearance and grooming standards is a U.S. MILDEP prerogative. To ensure operational efficiency and safety, while undergoing U.S. military training, you must comply with the host U.S. MILDEP regulations pertaining to that training. Noncompliance with MILDEP regulations may subject you to disciplinary action. Situations that cannot be resolved at training installation level will be referred to the MILDEP.

MILITARY CUSTOMS, COURTESIES, AND ENVIRONMENT

While you are a student in the U.S., you will also be an unofficial ambassador for your country. During your stay in the U.S., your actions will speak not only for you, but also for your country.

You will be treated in the same manner as a U.S. officer or enlisted person who has the same rank as you; however, you must remember that there will be differences between your customs and the customs of U.S. military personnel. Everyone must use understanding to resolve the differences in customs. Since you will have the same privileges as U.S. military personnel, you will also have the same responsibilities, rules, and regulations of the school you are attending.

You will be expected to follow military courtesies while you are on military bases in the U.S. Proper courtesy and respect must be shown at all times. If you report to a superior officer, you will be expected to do so in the same military manner you would use in your own country. Before you enter any office, you should request an appointment through the secretary or receptionist. It is not considered proper to enter an office without being announced or invited to enter.

The senior officer is always given the position of honor. The U.S. has many women in all services. The women are in the same position and receive the same respect as a man who wears their rank. The word "sir" is always used when an enlisted person speaks to a male officer of higher rank. The word "ma'am" is always used when the senior officer is a woman. The salute is an act of military courtesy; therefore, if you meet any officer who is senior to you in rank, you must always render the proper salute. The salute is most often used out-of-doors, when military people meet or pass each other. The salute may be used indoors when you report to an officer and

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at ceremonies such as graduations. In the U.S. military, men and women normally do not salute any civilian person except the President of the U.S.

When the American flag is being raised or lowered, or when the national anthem is being played, you should stand at attention. If you are in civilian clothes, it is proper to remove your hat.

When you are walking on military bases and in other places of the U.S., there is some special safety rules you must follow. If there are no sidewalks, troop walks, or other special walking areas, you should walk on the left side of the street, facing on-coming traffic. No more than two people should walk side by side on the street. When walking on the street, you must walk on the edge of the road and keep out of the main part of the traffic lane (of course, use the sidewalk if there is one). You should cross streets and roads only at the street corners, the intersections, or at specially marked crosswalks. It is very dangerous to cross streets or a road at any other place. In many parts of the United States, the police can ticket you if you cross the street in the wrong place.

When crossing a street or road, you should never run from behind any parked vehicle or from behind any other objects. You should always take your time and look in all directions before crossing any street or road. You must always stop for vehicles, especially those vehicles turning a corner. If you walk at night, you should not walk alone and you should wear light colored clothing.

There are certain places in the U.S. that is "OFF LIMITS" to all military personnel, both from the U.S. and other countries. This means you may not go there. During your in processing, you will

be informed of these places, if there are any.

You are requested to wear your military uniform during normal duty hours, whether you are in class or on a trip sponsored by your training institution (though civilian clothing will normally be acceptable on weekends and weekday evenings). You must wear your uniform to all military appointments. The uniform of your country makes you distinctive. You should keep it neat and clean and wear it proudly. Your military hat or cap is part of your uniform. You must wear your military hat or cap at all times when you are out-of-doors. U.S. military personnel do not wear their uniform hats or caps when they are indoors (except military security personnel or other approved activities). You should also remove your hat indoors unless otherwise precluded by your country's regulations. If your military customs require you to wear a hat or cap indoors when you salute or report to someone, you should follow your customs.

All trainees who are officers, will be given a badge which shows their equivalent rank in the U.S. military. This is worn on the right side of the uniform below the nametag. This badge assists all officers from all countries to be aware of the other person's rank for recognition and saluting purposes.

You may wear civilian clothing during off-duty hours. However, you should use care and be discreet when you wear civilian clothes on any military base in the U.S. Certain buildings on military bases such as dining halls, clubs, gymnasiums, and chapels may have special

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requirements as to what is considered to be appropriate civilian clothing. Because there are maids in the dormitories, you should be appropriately dressed when you are in the dormitory, especially during duty hours. Therefore, you should always be fully clothed when you are outside of your room. In the U.S., it is considered bad manners to be outside of your room wearing only undergarments and/or outside of your dormitory wearing only nightclothes (excluding a fire drill or other evacuation).

Foreign military students are not allowed to accept any off-duty employment in the U.S.

SOCIAL CUSTOMS

Being in the U.S. should consist of more than time spent in a classroom and studying. You should also learn something about the American way of life. You should try to learn as much as possible about the customs and cultures of the American people to make your stay more enjoyable.

People in the U.S. can learn much about the world from you. They may ask questions that will seem peculiar to you. At first, you may have difficulty understanding each other. If you try to make friends with the American people, you can really enter into the American way of life. Only then can you return home with a realistic picture of the U.S.

People who visit the U.S. from other countries often have definite ideas about what Americans are like. Almost any sentence that begins with "All Americans are..." is certain to be wrong. The

things you see in movies, on television, or you read about in books are usually only true of some Americans. The U.S. is a mixture of many different kinds of people. Some Americans are very informal and, friendly; some are quite formal and very slow to make friends.

It is important you understand American ways, since you are going to be living and working with people in the U.S. for the next several weeks, maybe months. You should remember, if American customs seem strange to you, your customs will seem strange to an American.

Do not be surprised if an American does not understand your ways. Also, be aware if a visitor in your country does something against your customs that would insult you, it is possible for you to do something by accident that would insult an American. If you are not sure what is proper in a situation, you should ask an American what the custom is. He or she will be glad to explain the American way to you.

The U.S. is a nation of people from many nations. Americans have the characteristics of people from several different backgrounds and cultures. Most likely, you will meet people in the U.S. who have come from your own country.

U.S. laws are written to guarantee equal opportunity to all people. Race, religion, national backgrounds, or political belief do not stop a person from getting a job or holding public office. The U.S. has a "government of the people, by the people, and for the people."

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The U.S. is not a land of strict social classes. A person can improve by education and hard work. Moving from class to class is not uncommon. Intelligence, energy, and initiative are the only self-imposed limits.

American women have more freedom than those do in many countries. American women often "shock" foreign visitors by their "outspoken manner"; however, they are warm and friendly too. Law gives American women given the same rights as American men. American women will also work in the same jobs as American men, with the same authority.

American women are free to choose who they want to go out with socially. A social engagement between a man and a woman is called a "date." Most American women want to get to know a man fairly well before they will accept a date. American women also will enjoy talking or dancing with many different men, but will usually only agree to go on a date with a man she knows fairly well. When she is on a date, an American woman will not usually dance with another man or leave the man she is with to spend time with someone else. An American woman who is married will almost never go out with a man without her husband. Asking any married woman for a date is considered bad manners.

Generally, Americans are religious people. In the U.S., people of different religions associate freely, Americans are interested in learning about the religions of other people. They often invite their friends to attend their church so there will be better understanding.

Their spirit of independence and their freedom of characterize Americans action. They are interested in learning about other people, and they are happy to help strangers if they can, Most Americans will do their best to make you feel at home in the U.S.

Most Americans take pride in their property and expect others to show respect for each other's property. In the U.S., it is considered to be very important to maintain clean and orderly living quarters whether they are furnished, rented, or owned.

Respect for other people is based on voluntary acceptance of duties and responsibilities. This includes waiting one's turn in a line at a cafeteria or at a ticket office.

Americans are often very informal, but this does not mean there is a complete lack of formality in the U.S.

Manners that are acceptable in the U.S. are usually simple, practical ways of doing things with a sincere regard for rules and customs determined by common sense. Informality and simplicity in manners do not mean rudeness and discourtesy. It is just as important to be polite in the U.S. as it is in other countries.

Americans may start to "kid", tease, or joke with each other after only a very short acquaintance period. To be teased is a sign of being well liked, and to accept teasing with good humor helps one to get along with strangers.

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Some people say Americans have many acquaintances but not real friends. This is not normally true. An acquaintance is a person you have met and whom you recognize by sight and name, but whom you do not know very well. A friend is someone with whom you are on intimate terms or someone you like very much. Most people in the U.S. have a few close friends.

You may hear that Americans like flattery and are insincere. Generally, that statement is not true. Americans very often tell each other what they like; however, they do not normally say anything if there is something they do not like.

Some people think Americans are always in a hurry. This is often true, but not always. Americans do not like to waste working hours. Most Americans are very particular about time in their business and in their social appointments. For example, if there is a business appointment at 0900 hours, an American will try to be there exactly at the appointed time. If a person is going to be late for an appointment, it is considered polite to telephone and tell the person you will be late and apologize for being late. If you are going to be more than 30 minutes late, it is prudent to call and request changing the time of the appointment or to reschedule. It is considered very bad manners to be late or not to come at all for a scheduled appointment without notifying the person you were going to see. It is very important to ensure that you are on time for training classes.

You should not talk in theaters, concerts, class, or in church, unless it is absolutely necessary, and

then you should speak only in a soft or low voice.

If you are in an area where no ashtrays have been provided, you should not smoke. When visiting a home, you should ask your host or hostess if you may smoke. You should always put your ashes into an ashtray; you should never put ashes in the dishes in which food has been served or on the floor. It is common in the U.S. to have to smoke outside of public buildings, restaurants, transportation systems, etc., as smoking is banned in most places, especially government buildings and on military bases.

Kindness and thoughtfulness are the basis of all rules of etiquette of good manners. Good manners are always recognized and respected; therefore, everyone should conduct themselves socially with dignity and with grace. If you act this way, you will find people of both sexes and all ages will like you, respect you, and accept you. Good manners are important in any country.

When leaving a conversational group or after a casual meeting, one says, "Excuse me, I must leave. It was nice seeing you (again)" or "I must get back to work--I'll see you later." If someone says, "I'll be seeing you" or "see you," it is not meant to issue a definite invitation. It is an expression used to mean good-bye for now.

A general rule when you are invited to eat with other people is to eat quietly without any kind of noise. Watch your host or hostess and do as they do. If you are puzzled by some table custom, ask your table companion. If there are a number of knives and forks at your place, use the outside ones first and work inward toward the plate. The shorter knife is for butter, the longer one for meat. The teaspoon or smaller spoon is for tea or coffee, the larger one for soup. Short forks are for salad or dessert.

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Answer all invitations promptly by letter or telephone. A verbal invitation can be accepted or declined immediately by saying, "I'll be delighted to come" or "I'm sorry, I can't come, but I appreciate your kind invitation." Do not say merely, "Thank You," and leave your host uncertain you will or will not come.

When leaving a party or a host, one always speaks to the host and/or hostess to express thanks for the invitation. If you had a good time, say so. It is always kind and courteous to write a note to the host or hostess after a visit that was especially enjoyable.

If invited to stay overnight in a friend's house, you should offer some form of help to the hostess, like clearing the table. Participate in the work and play of the family, and say a few appreciative words about the food or the home.

As you become accustomed to the way of life in the U.S., Americans would correspondingly hope to become more familiar with the customs of your homeland. They have much to gain from your traditions and cultures, as it is up to them to learn. This type of cross-cultural exchange is especially beneficial to Americans since many do not travel to other parts of the world.

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CHAPTER SIX

LEGAL

LEGAL STATUS AND CLAIMS

Jurisdiction:

(1) Military and civilian trainees and their dependents, while in the U.S., are subject to the jurisdiction of the U.S. courts, both State and Federal. This is true unless they are exempted by treaty, or other specific authority, or have diplomatic immunity.

(2) The North Atlantic Treaty Organization (NATO) Status of Forces Agreement (SOFA) limits the jurisdiction of U.S. courts over members of foreign forces and their dependents in the U.S. Under this agreement, both the U.S. and the NATO SOFA country concerned (Turkey) may, in some instances, exercise jurisdiction over members of that NATO SOFA country and their dependents who are present in the U.S. for official duty purposes. When the law of the NATO SOFA country only is violated, that country has the exclusive right to exercise jurisdiction.

Diplomatic Status: Trainees usually do not have diplomatic immunity; however, those who believe

themselves entitled to diplomatic immunity or other special status should have their claimed status verified. The IMSO should contact the MILDEP for determination of a trainee's status. As a general rule, a sponsor's diplomatic immunity extends to his or her dependents.

Control of Trainees: Trainees are not subject to the Uniform Code of Military Justice (UCMJ). Generally, no authority exists under which U.S. military authorities may place trainees in military confinement. Except for authorization by treaty or agreement (such as NATO SOFA) or by statute, Executive Order, or Presidential Proclamation, foreign military attaches or commanders stationed in the U.S. have no authority to arrest, detain, or confine members of their forces within the U.S. Nor, can they empower U.S. military authorities to arrest, detain, or confine members of their forces. When warranted by urgent circumstances, the installation commander may authorize temporary restraint to prevent bodily harm to the trainee or to other persons, pending arrival of civilian authorities. Such trainees may not be returned to their home country without Written approval of the appropriate MILDEP.

Claims Against Trainees: For information concerning claims arising in the U.S. from the activities of trainees from countries that have ratified the NATO SOFA, see MILDEP regulations and the provisions of NATO agreements. For information concerning claims relating to the activities of trainees in overseas areas, see pertinent command claims directives.

Claims Filed by Trainee: Trainees undergoing training in the U.S. have no special status to equate them to members of the U.S. Armed Forces or make them proper party claimants under sections 240-243, Title 31, United States Code (Military Personnel and Civilian Employee's Act of 1964). Their status would be the same as any proper party claimant under MILDEP regulations. Establishing U.S. negligence is a prerequisite to payment of a claim.

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Reports: FTOs will refer legal questions concerning trainees to the local military legal office. An incident involving trainees that might lead or have led to the exercise of criminal jurisdiction by State or Federal authorities should be reported immediately in accordance with appropriate MILDEP regulations.

MARRIAGE

A trainee desiring to marry, while undergoing training, will comply with local U.S. laws and will be encouraged to comply with instructions of his or her government. The IMSO will furnish pertinent information directly to the MILDEP concerned, with information copies to the ODC, on each trainee who plans to marry or who is married while in training.

INDEBTEDNESS

Living in America can be very expensive. At the same time, it is easy to obtain credit and credit

cards. Credit is a debt, a promise to pay in the future for goods or services received now. You should avoid running up a debt that is beyond your ability to pay for quickly. Often debts will have an interest payment or fee, that you have to pay. This payment can be 15%-20% of the money you owe, so be very careful. If you begin to have difficulty with debts, the IMSO can help you obtain counseling on personal budgeting.

DISCIPLINARY ACTION

Within prescribed limitations concerning access to and security of classified or protected USG information, trainees will be treated in the same manner as DoD personnel. In this regard, you are subject to pertinent laws of the U.S. concerning the safeguarding of military and other government information affecting the national defense. You will also be expected to comply with U.S. MILDEP administrative regulations governing access to and security of such information.

Trainees involved in serious breaches of military discipline or incidents within civilian jurisdiction may be temporarily suspended from training by local military authorities pending resolution. As more details become available following the initial report, they will be reported through channels, along with recommendations. Incidents such as those below may not appear serious at first, but may develop into situations with international implications.

(1) Confrontations between trainees and local authorities.

(2) Trainees involved in civil disturbances.

(3) Hostile acts between trainees of different nationalities.

When a trainee is involved in a situation requiring immediate action to prevent bodily injury or any breach of the peace, on or off a military installation, the military authorities will take steps to restore order. Where the offense committed by a trainee does not involve the necessity of

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restoring order, the military authorities may, depending on the seriousness of the offense, detain the trainee for the protection and safety of the installation. When confinement is appropriate, the trainee will be promptly delivered to civilian authorities unless competent military authority authorizes military confinement. When a breach of the peace involving civil law occurs off a military installation, appropriate action will be taken to inform civilian authorities.

The punishment of trainees in connection with military offenses committed by them will be the responsibility of the foreign military service of which the trainees are members.

In disciplinary cases, U.S. installation commanders may conduct an investigation through channels, to determine whether the conduct of the trainee warrants a recommendation that he or she be returned to the home country. This action will be coordinated with the appropriate Country Liaison Officer, if assigned. Concurrence of the CLO is desirable but not mandatory and should be addressed in the implementing correspondence or message traffic.

Military authorities will follow the same procedures with respect to breaches of the peace or other incidents involving trainees dependents; however, installation commanders will investigate serious incidents involving trainee dependents to determine whether circumstances warrant a recommendation, through channels, that the trainee and dependents be returned to their home country. In all cases where dependents are involved in breaches of the peace or other incidents involving either civil or military authorities, the installation commander will have the trainees informed that:

(1) They are administratively accountable for the conduct of all dependents.

(2) Misconduct may be cause for a recommendation that the trainee and his dependents are returned to their home country.

REPORTING OF TRAINEE PROBLEMS

Timely reports on academic deficiencies are addressed to the appropriate MILDEP with an information copy to EUCOM and ODC Turkey. ODC Turkey will relay the report to the proper Turkish military service. Often, these deficiencies can be corrected by the foreign representative or by programming other training. The objective is to train the trainee at the least expense to the U.S. or country concerned.

Trainees who fail to meet the training standards set for U.S. personnel may be terminated and returned to their home country. When it is apparent a trainee should be withdrawn from training, the appropriate MILDEP will be advised immediately of the full particulars of the case. This will include recommendations on suitability for other training or disposition of the trainee. The trainee will not be relieved for cause without authority from the responsible MILDEP. Pending receipt of this authority, suspension is authorized at the discretion of the installation commander. The MILDEP will advise the ODC, EUCOM, and the Air Attaché in Washington D.C., when authority has been given to terminate the trainee.

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The following incidents involving trainees must also be reported by priority message to the MILDEP with information copies to the EUCOM and ODC:

(1) Illness requiring hospitalization. Include date of hospitalization, diagnosis, prognosis, and probable date of release. Reports on dependents are not required unless illness affects trainee training or has political implications.

(2) Requirement to reschedule training due to academic deficiency.

(3) Accident reports involving trainees or their dependents.

(4) Emergency leave or other significant items affecting trainee welfare.

(5) Absent without leave (AWOL).

(6) Any event involving a trainee that may have international implications. This will include any complaint by a trainee, or behavioral attitude indicated or reported, which reveals the trainee's dissatisfaction with the environment or social acceptance,

CHAPTER SEVEN

MISCELLANEOUS

PHYSICAL TRAINING

Trainees will participate in physical training as part of the course program of instruction when successful course completion depends on physical condition (for example, ranger and airborne training). Except for those mandatory requirements, all other trainees will be encouraged to participate in MILDEP physical training programs and tests. Trainee participation in physical training programs or passing such tests will not be considered a requirement for graduation.

PUBLIC AFFAIRS

All press media requests for photographs of trainees undergoing training will be referred through channels to the Office of the Assistant Secretary of Defense (Public Affairs - OASD/PA, Washington D.C. 20310-1400), for evaluation before making any commitment.

(1) If approved, trainees involved will be given an opportunity to contact their embassy or a senior advisor from their country before they participate. In many cases, trainees will feel there is not a need to avail themselves of that opportunity.

(2) Trainees should be aware that representatives of news organizations, including film crews, have access to areas normally open to the public, and trainees could be photographed or be in contact with the media in those areas without prior knowledge.

PURCHASE OF DUTY-FREE AND TAX EXEMPT ARTICLES & LIQUOR

In general, members of the armed forces of any foreign country on duty in the U.S. are authorized to have certain articles entered duty-free and tax-free. This is true if the articles are for the member's personal use or the use of any member of the immediate family.

Unless prohibited by state or local laws, you may bring alcoholic beverages with you. Amounts cannot exceed one case per month for persons entitled to this privilege. The servicing judge advocate will be consulted on state and local laws on the introduction, possession, and use of alcoholic beverages.

This privilege is extended solely for the convenience of trainees and any abuse of the privilege by the sale, gift, or trade of duty-free articles to U.S. personnel is unlawful and can result in withdrawal of the privilege, administrative penalties, and disciplinary actions against all concerned.

STUDYING ENGLISH

It is important you continue studying English until you reach your school. You will be taking another ECL test at the school or training center where you are studying and if you do not receive a satisfactory result, the school will ask for instructions from the ODC by message. You may be called back. Do not hesitate to ask questions in any situation.

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You should be eager to learn English and you should try to speak English at all times. If you speak English only while you are in class, you will not learn quickly enough. You should always speak English to other students, even to people who speak your own language. This practice will greatly help you in furthering your training.

You will have many chances to learn English when you are not in class or lab. You should listen to the speech of your instructors and your new friends in the U.S.

You should try to understand all you hear on television, on the radio, in the movies, in stores, and in town. You will find most of the people friendly and helpful. They may even try learn a few words of Turkish from you.

GRADUATION, DIPLOMAS, CERTIFICATES OF ATTENDANCE, & AWARDS

Upon successful completion of a formal course of instruction, you will be issued a certification or diploma. Diplomas issued to you will be identical to the diplomas issued to U.S. students.

Diplomas for graduation from a U.S. formal course of instruction will be given to you only when you have met the established training standards. It is not the intent of this policy that only numerical grades be used in determining whether you have achieved the standards set for U.S. military personnel. The determining factor is whether you can accomplish satisfactorily the objectives for which you were trained. This determination will be influenced by aptitude, application, practical effort, and demonstrated understanding, as well as by numerical grades. In some courses, the number of classified hours of instruction, which are not available to trainees is significant; however, if you successfully complete the portions of the course available to you, based on the grading standards used for U.S. students, a diploma should be issued.

In most cases, certificates of attendance in U.S. formal courses of instruction will be given to you when you do not meet the established training standard but have been diligent and sincere in your training efforts. The reasons for issuance of a certificate of attendance should be fully explained in your academic report.

Special awards, such as school plaques, may be awarded to outstanding trainees as determined appropriate by the installation commander. The military attaché of the country may be invited to the award or graduation ceremony. Their acts of recognition might include special commendation letters, signed appropriately by the installation commander or assistant commander, and special remarks on your academic report.

Copies of letters of appreciation, recognition of exceptional performance, and similar documents will be included in your personnel and training record.

If you are to be promoted in rank while you are in training, please let the ODC know before you depart or inform the school. It is traditional in the American military to ensure such an occasion is afforded the proper ceremony.

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TEMPORARY DUTY (TDY)

Orders authorizing TDY may be published for trainees participating in:

(1) A team sport as team members in an organized MILDEP sports activity away from the trainee's

training installation. Permissive TDY orders at no expense to the USG may be issued. Permissive TDY means you will not be charged days of leave and normally will be paid for your expenses.

(2) Programmed trips that are a scheduled part of the formal course curriculum. All identifiable costs, including TDY required by the course curriculum, are included in tuition costs.

REQUESTS FOR ADDITIONAL TRAINING WHILE AT U.S. INSTALLATIONS

Training in addition to that initially scheduled for trainees, must be agreed to by the foreign government, ODC, unified commander, and MILDEP, with final approval by the Defense Security Assistance Agency (DSAA).

As a general rule, trainee's requests for additional training should be discouraged. Exceptions to this policy may be made in unusual circumstances when such a request is in the best interests of the U.S. and the foreign government. In this event, trainees Will be advised additional training should be requested through their own military service, via their military attaché or other official representative, a minimum of 60 days before completion of the current training course. When time does not permit the above procedure and, in the opinion of the training installation, additional training or modification of the schedule is warranted, recommendations for such changes should be made to the MILDEP with information addresses as appropriate.

RETAINABLE INSTRUCTIONAL MATERIALS (RIM)

The cost of shipment of RIM is included in the tuition rates for all formal courses based on standard rates set by DoD 7290.3-M, section 71106. RIM will be packaged and appropriately labeled (an inner label with the trainees name and a copy of the ITO) at the training installation before departure for the POE and will be shipped to the ODC for delivery to the trainee. RIM will be shipped through the installation mail system. RIM will only consist of unclassified books, pamphlets, maps, charts, or other course material issued to the trainee. It will not include articles procured by the trainee for personal use and not directly related to the course of instruction.

Personal items and household goods will not be packed or shipped as RIM; cost of packing and shipping these items will be borne by the trainee. The trainee also is not permitted to ship these items with RIM by paying for excess charges over the authorized weight.

An endorsement to the ITO will cite the weight shipped. The following RIM weight allowances will apply:

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(1) Two hundred pounds for all courses the MILDEP's consider to be in the professional military education (PME) category.

(2) Fifty pounds for all other courses.

Make a complete list of books/documents in the box and bring it with you on your return. Do not lose this list as you may have the contents of the box replaced by referencing your list.

Trainees wishing to send RIM via international mail or over the total authorized weight allowance will do so at their own expense.

DEBRIEFING

You will be required to be debriefed upon your return to Turkey. This will be performed by JPD. Its purpose is to determine your impressions of the U.S., the quality of training received, and suggestions for improvements that should be made for subsequent trainees. Noteworthy data will be forwarded to the appropriate U.S. military department.